



Shree Pretoria Hindu Seva Samaj

Established in 1932

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"Satyameva Jayate" - Truth Alone Prevails

NOTICE OF MEETING OF THE EXECUTIVE COMMITTEE OF THE SHREE PRETORIA HINDU SEVA SAMAJ

DATE: TUESDAY 22 FEBRUARY 2022

TIME: 5pm

VENUE: SEVA SAMAJ BOARDROOM

1. OPENING PRAYER AND WELCOME

Vinaybhai Chagan conducted the opening prayer and Jasminben welcomed all present.

2. QUORUM

3. ATTENDANCE AND APOLOGIES

Attendees: Vinaybhai Chagan, Jasminben Govind; Khushiben Nandani, Manishaben Lakha, Nayantaben Naran, Harshadbhai Pema, and Upendrabhai Parmar, Dhvinsiben Valand, Jayshriben Mandalia.

Rakesh Kara and Kalpanaben Kuverjee attended in their capacities as office assistants.

Apologies/Absent: Rameshbhai Chhagan, Mansiben Nandani.

4. ANNOUNCEMENTS

5. PROPOSED AMENDMENTS TO MINUTES

6. APPROVAL OF AGENDA & MINUTES

The agenda and minutes were unanimously approved on the motions of Vinaybhai Chagan and Jasminben Govind

7	CORRESPONDENCE
7.1	INCOMING:
7.1.1	Received Invitation from interfaith meditation.
7.1.2	Received 2 applications for Student loans and Bursaries.
7.1.3	Received invitation from High Commissioners of India for Mother language Day - MATARAM -III, Show was rescheduled for the 27 th Feb 2022.
7.1.4	Received request from Rishi Group to use the SPHSS premises.

7.2	OUTGOING:
7.2.1	Circulated Shivratri Advert.
7.2.2	Circulated to community minutes of Executive Committee meeting held on 25 January 2022
7.2.3	Received and circulated the New India Samachar

8	MATTERS ARISING	RESPONSIBLE	Notes
8.1	<p>Renovation of Auditorium</p> <p>Jasminben has been requested to provide specifications for any alterations she proposes to the auditorium. This will then go out to tender. Matter receiving attention</p>	Jasminben	Costing of proposed refurbishment of the Auditorium is estimated at R1,75m. Scope of works included replacing ceilings, light fittings, windows and doors, floor finishes and painting of Auditorium
8.2	<p>Migrate Marabastad Tenants to Debit Order system.</p> <p>Kalpanaben reported that no progress has been made on obtaining a solution to the current Netcash system the Samaj has which does not allow for debit orders exceeding R1 600 because it is an NGO package. Harshadbhai reported no progress.</p>	Harshadbhai	Still in Progress. Harshadbhai to provide feedback in the next meeting.
8.3	<p>Samaj's 90th & Mandir's 50th Anniversary Celebrations</p> <p>After two meetings, members have agreed on a draft programme. Jasminben was appointed to oversee the planning of these celebrations.</p>	Jasminben	Planning of three events in progress. Events include a Gala Dinner on 14 th May, Cultural Show on 24 th September and Bhajan Mela on 25 th September 2022.
8.4	<p>Progress Report by subcommittees of Risk Committee</p> <p>Flowing from the Risk workshop, the following measures still need to be implemented:</p> <ul style="list-style-type: none"> Updating of some policies and procedures (Rameshbhai). Optimum utilisation of social media platforms (Rakeshbhai) Obtain volunteers for various portfolios (Portfolio heads) 	Rameshbhai Rakeshbhai All	Rameshbhai to update Policies and procedures. Rakeshbhai to create Tik Tok account and take small snaps and upload them.
8.5	<p>Wi-Fi in Mandir</p> <p>Rakeshbhai reported that despite various requests lleshbhai had not provided a quote. He reported that he had received three</p>	Rakeshbhai & Harshadbhai	As per lleshbhai we can use the Wireless LTE Router in the MMC room

8	MATTERS ARISING	RESPONSIBLE	Notes
	quotes (Telkom, MTN and Vodacom respectively). However, as the quotes were not all based on the same specs, he was asked to redo with support from Harshadbhai.		for the events being hosted in the mandir.
8.6	<p><i>Samaj Legal Status</i></p> <p>Rameshbhai reported that he, Harshadbhai and Kishore Ramharakh had met to discuss how to address the Samaj's legal status. It was agreed that Kishorebhai would capture our recommendations in a Power Point presentation which would then be presented jointly to executive & trustees and finally to the community for a decision.</p>	Rameshbhai	Carry forward for the next meeting.
8.7	<p><i>Letter of thanks to Various Sponsors</i></p> <p>Nayantaben to send a list of donor names and email addresses to Rameshbhai so that letters of thanks can be sent to them.</p>	Nayantaben Rameshbhai	Nayantaben to follow up and send a list of names to Rameshbhai.
8.8	<p><i>Photography Proposal</i></p> <p>Rameshbhai requested that Rakeshbhai get an invoice from Manilalbhai Jina for the functions he had covered at the rate agreed with him.</p>	Rakeshbhai	<p>Rakeshbhai must Schedule a meeting with Rameshbhai, Nayantaben and Manilalbhai.</p> <p>Rakeshbhai to send out a mail to the EXCO group to see what work he has done.</p>
8.9	<p><i>India's Liberation Heroes</i></p> <p>The President raised the issue of the Samaj not honouring all the liberation heroes of India. It was agreed that Harshadbhai would collect information on three to four individuals who the Samaj could also honour in the same way as Mahatma Gandhi</p>	Harshadbhai	Still in Process.
8.10	<p><i>Feedback on SamajChar newsletter</i></p> <p>Rakeshbhai reported that he had sent out a questionnaire to the community to ascertain how much the SamajChar newsletter was appreciated, but no feedback was received. Rakeshbhai to send out a new questionnaire.</p>	Rakeshbhai	Community is happy reading the Samachar however needs more interesting content.
8.11	<p><i>Maintenance Report</i></p> <p>Vijaybhai presented an extensive pro forma</p>	Vinaybhai	Vinaybhai still waiting for

8	MATTERS ARISING	RESPONSIBLE	Notes
	bid document which the Samaj could use for obtaining bids on various maintenance related matters. A meeting will be arranged by Vinaybhai to finalise quotes for Mandir & Hall repairs.		quotes. Capital Roofing have also been on fixing the roof of Mandir.
8.12	Trustee Audit Recommendations Rameshbhai led a discussion on the recommendations made by the trustees after the November 2021 audit. Rameshbhai undertook to send the Committee's responses to the Trustees.	Rameshbhai	Rameshbhai responded to recommendations made.
8.13	Re-establishment of Senior Citizens Club Manishaben reported that the proposed Havan for Senior Citizens on 5 th of December 2021 did not take place. Rameshbhai suggested that Manishaben arrange a meeting with Jivanbhai & team to initiate the re-establishment of the Senior Citizen's Club.	Manishaben	Manishaben to provide Rakeshbhai on the content to create the advert and have it published on our Social media platforms and Laudium sun. Manishaben has given a date to host the event which will be the 26 th March 2022.
8.14	SMSolutions A note had been received from SMSolutions that the Samaj still had a credit of some units available and that these would expire in a few months if not used. The units were not redeemable. After some discussion it was decided that members should offer these units to any businesspeople they know. If no one was willing to purchase them, we would have to let them expire.	All	Rakeshbhai came up with an idea to have those SMS sent to our community for Manishaben's event that will be hosted in March 2022 for the Senior Citizen's.
8.15	Contract with Designer Weddings Rameshbhai reported that he had drawn up a new contract with Designer Weddings. He will arrange for the signing to take place soon.	Rameshbhai	Ahmed to sign the agreement and forward it back to Rameshbhai. Rakeshbhai to do a followup.

A. Activities / Achievements for Month➤ **Samajchar:**

- Fire extinguisher services done.
- Aircon services done.
- Shivratri poster created.
- Assisted in photocopying and printing for Balmandir.
- Collected Balmandir school fees.
- Marabastad Carpet Cleaning services done.
- Plumber sent out to Marabastad for water leaks.
- Fixed internet connections.
- Captured Bal fees.
- Installed new SSD on the SPHSS server.
- Uploaded Minutes of the meeting on the website and sent out.
- Printer Services done.
- Planning on 90th anniversary.

➤ **Finance:**

- Receipts have been captured.
- Petty cash balances.
- Deposit done.

➤ **Staff Attendance – Jan 2022:**

Employee	DEP	Working Days	Present	Feb Leave	Type of Leave	Actual Hours	Sick leave (Feb 2022)
Beejal Chhagan	BAL	20	20			8am - 12:30pm	
Chetna Kalian	BAL	20	20			9am - 12:30pm	
Hemi Vallabh	BAL	20	20			9am - 12:30pm	-
Jashmeena Mithal	BAL	20	20			8am - 12:30pm	-
Mauwna Bhima	BAL	20	19	1	Family Responsibility	8am - 12:30pm	1 Day
Laxmi Ramjee	BAL	20	20			8am - 12:30pm	
Avni Vasa	BAL	20	17	3 & ½	Family Responsibility	8am - 12:30pm	3 & ½ Day
Rakesh Kara	ADM	20	20	½ day	Family Responsibility	8am - 4:00pm	½ day
Kalpana Kuverjee	ADM	20	20			8am - 4:00pm	
Noel Chuma	GRS	20	20			6am - 6pm	-
Wendy Njera	GRS	20	20			7:30am - 4pm	
Jacob Poopedi	GRS	20	20			7:30am - 4pm	

➤ **Visitor Check-in (Feb 2022):**

Number of Visitors	Visited	Protocols followed
16	Office	➤ Hands were sanitised and temperature measured before they came in.
23	Dining hall	
2	Auditorium	➤ 1.5m distance were maintained by people in the premises.
1	Sunilbhai	

➤ **Website uploads / Social media:**

- Notices sent out on WhatsApp
- Uploaded Notice of meeting for Jan 2022 on the Samaj website
- Updated membership database
- Uploaded ADS on Facebook, Instagram.
- Shivratri poster created, sent and uploaded.

➤ **Facility Booking:**

- No new booking received.

➤ **Priest Booking:**

- Sent out payment request & confirmation letters for Priest booking.
- Total Daxina received in the month of Jan 2022 = R5947.00.

➤ **Complaint / Compliment:**

- No complaint / compliment received.

➤ **Others:**

- Assisted Jayshriben to make book copies.

B. For Executive Approval

C. Upcoming Activities for Next Month

- Put all the content together / design for April 2022 Samachar
- Planning for 90th Anniversary.
- Order Trophies for Academic Awards recognition function
- Marketing of Samaj Auditorium

Rakesh Kara

10 TREASURER'S REPORT



Shree Pretoria Hindu Seva Samaj

Established in 1932

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Monthly Financial Report to Executive Committee

21-Feb

Current Assets

Jan'2022

CASH Position for month

Bursary Fund - Fixed Deposits (74444067025)	373 441
Cheque Account	179 441
Fixed Deposits (74623139926)	3 500 000
Money on Call (62238051114)	1 107 477
Petty Cash	2 802
Sage Pay	566 275
ZipZap	9 096
	5 738 532

Other Assets

Total

Student Loans	462 797	Complex	55 195	Balmandhir	28 756	Other	19 528	566 275
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Statement of Revenue & Expenditure

Jan'2022

	Balmandhir	Complex Rentals	Facilities	HWG	Seva Samaj	RCC	TDF	Insurance Claim
Income	112 824	121 439	30 800	2 190	22 799	6 647	-	-
Expense	-	-	65 962	-	130 782	659	-	-
NETT Revenue	112 824	121 439	(35 162)	2 190	(107 983)	5 988	-	-

BUDGET	Balmandhir	Complex Rentals	Facilities	HWG	Seva Samaj	RCC	TDF	Insurance Claim
Income								
Expense								
NETT Revenue	-	-	-	-	-	-	-	-

Statement of Revenue & Expenditure

Prior Period

	Balmandhir	Complex Rentals	Facilities	HWG	Seva Samaj	RCC	TDF	Insurance Claim
Income	-	117 600	19 233	1 400	21 909	4 966	-	-
Expense	-	-	13 166	1 550	108 695	-	-	-
NETT Revenue	-	117 600	6 067	(150)	(86 786)	4 966	-	-

REVIEW.

The records shown above are for YTD Jan'2022

Balmandhir has commenced picking up revenue

Surplus YTD 99 296

Cash 5 738 532

Compiled By:

Harshad B Pema

11 EDUCATION REPORT

SHREE PRETORIA HINDU SEVA SAMAJ

PORTFOLIO COMMITTEE REPORT

NAME OF PORTFOLIO: EDUCATION COMMITTEE	
REPORTING MONTH: JANUARY 2022	APPROVED BUDGET:
NAMES OF PORTFOLIO MEMBERS: NAYANTA BHEN RAKESH BHAI	
TWO YEAR PLAN (2021/2022) / FOCUS AREAS / AIMS & OBJECTIVES Introductory meeting with teachers and parents on Thursday 27/01/22 – 6pm There are 60 children for 2022	
PROGRESS REPORT (ACHIEVEMENTS FOR THIS MONTH) Introductory meeting with teachers and parents on Thursday 27/01/22 – 6pm – Went very well. School photos in term 2 – to be booked – Rakeshbhai has booked them for the 11 th April 2022 Walrus – 10 March School closes 16 March 2022 Re-opens 5 April 2022 MATTERS PENDING: YOGA – as discussed in the exco meeting there will be no charge for yoga classes a message must be sent out to the Balmandir What's App group, Teachers to refund all the money, which was collected. COMPUTER CLASSES – Nayantaben to find out what amount was being charged when Karishma use to teach computer classes. PAY SLIP- EMIS NO. – Nayantaben to Speak to Pranay Report by Jayshriben Currently 19 learners in Gujarati School. Jayshriben will be travelling abroad for 5 weeks as of first week in March. Classes will continue in her absence and will be managed by Eshita Mandalia. Six learners from Gujarati School rendered one item at the Matharam celebration event hosted by the High Commission of India on 27 February 2022.	

The school will be closed over the period 17 March to 5 April 2022 for vacation. Jayshriben has received queries for online classes. Announcements regarding this will be made once program has been finalised.

MATTERS REQUIRING EXECUTIVE APPROVAL

YOGA AND COMPUTER CLASSES SHOULD FORM PART OF THE SCHOOL CURRICULUM

12 RELIGION & CULTURE PORTFOLIO REPORT

SHREE PRETORIA HINDU SEVA SAMAJ

PORTFOLIO COMMITTEE REPORT

NAME OF PORTFOLIO: RELIGION AND CULTURAL COMMITTEE	
REPORTING MONTH: FEBRUARY 2022	APPROVED BUDGET:
NAMES OF PORTFOLIO MEMBERS: KETAN BHAI NAYANTA BHEN	
TWO YEAR PLAN (2021/2022) / FOCUS AREAS / AIMS & OBJECTIVES Upcoming events: India Republic day – 26 January 2022 Shivratri – 28 February 2022 Holi – 17 March 2022 – Ram navmi – 10 April 2022 Hanuman Jayanti – 16 April 2022	
PROGRESS REPORT (ACHIEVEMENTS FOR THIS MONTH) 73 rd India Republic day celebrations happening on Wednesday 26 January 2022 in samaj courtyard... will be streamed live on Facebook as well. SHIVRATRI will be celebrated in the mandir: two Abhishek puja in the morning, Shiv sahastranaam in the afternoon and bhajans in the evening. Poster sent out to community. Live streaming. Holi – 17 March 2022 Other functions for first half of the year still to be discussed and decided.	

MATTERS REQUIRING EXECUTIVE APPROVAL

Can we allow public to play with Holi colors?

Rakeshbhai to create an advert and it should state, no colors will be allowed as per EXCO members discussion in the meeting.

In absence of Sunil bhai, Hiten Maharaj will be assisting the community and Samaj, Must set up a meeting with Sunilbhai, Rameshbhai and Hiten Maharaj to confirm his rates.

13 SOCIAL SERVICES PORTFOLIO REPORT

SHREE PRETORIA HINDU SEVA SAMAJ

PORTFOLIO COMMITTEE REPORT

NAME OF PORTFOLIO: SOCIAL SERVICES	
REPORTING MONTH: February 2022	APPROVED BUDGET:
NAMES OF PORTFOLIO MEMBERS: Manisha Lakha, Jasmin Govind	
TWO YEAR PLAN (2021/2022) / FOCUS AREAS / AIMS & OBJECTIVES	
February 2022	
Get together for seniors- date/event to be confirmed	
PROGRESS REPORT (ACHIEVEMENTS FOR THIS MONTH)	
None	
GENERAL	
1. Contacted Jyoti Masi thrice to revive the Seniors Group. She was to consult with the executive members and get back to me. Awaiting follow up from her after she has discussed with members.	
2. Message received from Reena Joshi, wanting to set up a "Social Service" whereby underprivileged families could help themselves to unwanted furniture/household good/clothing etc. via donations from the community. I requested that she kindly send an email to the office to request the same.	
3. Message received from Reena Joshi advising of her Seva of free "Energy Healing" in a group setting online. I advised that she contact the office and put out a flyer to the same effect.	

14 FACILITIES & FUNERAL REPORT

15 NAVYUG MANDAL REPORT

16 MULTI-MEDIA CENTRE REPORT

17. GENERAL / NEW MATTERS

- AGM date to be discussed.

EXCO members has provided a date to Host the Annual general meeting which will be on the 24th April 2022 as well as Academic Awards recognition function.

- Branding on the 90th Anniversary

- EXCO members to be involved in the 90th Anniversary and have meetings soon as everyone has updates.

- The metallic mandir was donated and installed in our mandir by Mrs Rajni Vanraj Bhura in the name of Shree late Vanrajbhai Bhura in remembrance, of his 72nd birthday which was on the 25th of February. Parmatama aamni aatmane shanti aape, OM SHANTI.

18 NEXT MEETING

TBC

19. CLOSING PRAYER

The meeting ended at 19:45 after a closing prayer.

DHVINSI VALAND
SECRETARY GENERAL

RAMESH CHHAGAN
PRESIDENT